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COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

August 24, 2012

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2013-11

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Agency Receipt of Garnishment Documents

The Office of State Uniform Payroll (OSUP) is the designated agency responsible for receipt and processing of garnishment orders and wage assignments issued against employees paid through the LaGov HCM system. Garnishments processed by OSUP may include judgments, orders, and interrogatories related to: child support, alimony, federal and state tax levies, administrative wage orders, student loans, bankruptcy, and creditor garnishments.

**When agencies receive garnishment related documents, OSUP's Garnishment Administration (GA) Unit must be contacted immediately. The agency is required to:**

1. Send an email to the OSUP GA Unit at [\\_DOA-OSUP-GARN@LA.GOV](mailto:_DOA-OSUP-GARN@LA.GOV) listing the following information:
  - type of garnishment related document received,
  - employee's name and personnel number,
  - date document was received,
  - name of person/party who submitted the document to the agency.
2. Fax the document to the attention of the OSUP GA Unit at (225) 219-4432.
3. Mail the original document to the attention of the OSUP GA Unit at P.O. Box 94095, Baton Rouge LA 70804-9095.

A member of the GA Unit will reply to the agency's e-mail to acknowledge receipt of the faxed document.

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Note: There are times when OSUP forwards garnishment related documents to the agency. These include child support questionnaires, medical support orders, etc. These documents will be sent with a cover letter from OSUP providing the agency with specific instructions regarding what actions are necessary. It is not necessary to follow the steps on page one of this memorandum when these documents originate from OSUP.

Should any claim be made against OSUP or the Division of Administration due to an agency failing to take necessary actions related to garnishments, the agency will defend, indemnify, and hold harmless OSUP and the Division of Administration. Any liability incurred by OSUP due to the agency's failure to properly forward garnishments and related documents will be charged to the agency's appropriation, including but not limited to any attorney fees or court costs.

If you have any questions concerning this matter, please contact a member of OSUP's Garnishment Administration Unit at (225) 342-5332.

APH:CS/ral